

## Photo Checklist

*Take these photographs before and after implementing your Smarter Lunchrooms Makeover. There should be 20-25 total each time; individual lunchrooms vary by size and organization, so customize the list to suit your lunchroom space. The photo list follows the "Lunchroom Observations" worksheet and can be completed at the same time, especially if one observer writes and the other takes photographs.*

- *Try to take the same shots each time in order to get the clearest before/after comparison.*
- *Take photographs when food is on the line.*
- *Take them from students' eye level, especially in elementary schools.*
- *For legal reasons, avoid photographing students or collect signed consent forms. Ask before photographing adults.*
- *Store photographs in a safe location. Back them up.*

### Exterior/Approach to lunchroom and common spaces

- overall view of area, "first glance"
- doorways
- wall space and bulletin boards
- lighting
- stations or tables in common space, ex.: Lost & Found or student groups
- show traffic flow patterns (entering, lining up, and exiting)
- anywhere cleaning items are stored, such as mops, buckets, and cloths
- garbage, recycling, and composting

### Serving line (complete for each line)

- overall view of area, "first glance"
- counters
- walls, esp. where students line up
- any decorations or signs, including posted menus and promotions
- hot food serving area
- cold foods serving area
- snacks/chips/cookies area
- cooler, open and shut
- freezer, open and shut
- milk serving area
- condiments
- any other food or beverage serving area
- register(s), alone and with surrounding counter and walls
- tray storage

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- cutlery storage

### **Snack window**

- overall view of area, "first glance"
- walls and counter spaces, esp. where students line up to wait
- any decorations or signs, incl. posted menus and promotional materials
- any food or beverage visible to students
- any used or unused wall space (outside or inside window) visible to students
- register and surrounding view
- condiments
- tray storage
- cutlery storage

### **Dining area (can be done before or after a lunch period, to avoid photographing students)**

- overall view of area, "first glance"
- tabletops
- seats
- wall spaces, used or unused
- signs
- garbage areas
- cutlery storage

### **Optional: Staff areas**

- wall space, used or unused
- work stations

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